

Standard BZA Filing Checklist

Check when completed	Forms	Deadline
	Petition	At time of Filing
	Notarized Consent (if neccessary)	At time of Filing
	Interested Parties List	At time of Filing
	Notice of Public Hearing (2 copies)	At time of Filing
	Notice of Public Hearing Release Form (2 copies)	At time of Filing
	Notice to Interested Parties Letter	At time of Filing
	WL City-Campus Community Collaboration Zone Verification (If Neccesary)	At time of Filing
	Scaled Site plan (5 copies)	At time of Filing
	VARIANCE: Fee, \$100 for Single-family homes, plus \$50/additional request OR Other = \$500, plus \$50/additional request SPECIAL EXCEPTION: Fee, \$500	At time of Filing
	Purchase from APC (\$10 per sign) and post sign on each frontage of property	At least 10 days prior to meeting
	Mail Letters to Interested Parties List by certified mail, send to every name on the submitted list. Please use the property owner's mailing address available on the COUNTY ASSESSOR'S Beacon page.	At least 10 days prior to meeting
	Obtain a copy of the Proof of Publications (POP), contact newspapers if needed, may need to pay bill first	Day of BZA meeting or earlier
Please email GanLegPubNotices@gannett.com / GRSC-West-Legals@gannett.com or call <u>Kia Thor/Derek Lindberg</u> @ 855-288-4370 option 3 to follow up on Journal & Courier POP		
Please email legalads@intranix.com or call <u>Janet Echlin</u> @ 574-583-5121 to follow up on Lafayette Leader POP		
	The Affidavit of Notice to Interested Parties form, signed by you and notarized ONLY on day of meeting	Day of BZA meeting
	All the Certified Mail receipts (green and white)from the post office for the letters you've sent out. We do not need the green cards that neighbors sign.	Day of BZA meeting or after sending
	The Affidavit of Sign Posting form, signed by you and notarized on the day of the meeting	Day of BZA meeting

BZA MEETING 4TH WEDENESDAY AT 6PM (except Nov./Dec. which is combined to first Wednesday in Dec.)